

Company: Gateway Development Commission
Job Title: Principal Deputy Chief Engineer – Administration and Quality Management
Location: New York/New Jersey
Date: 1/09/2026
Job ID: 2-023

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly qualified engineering professional with both public transportation and private sector experience to support the GDC's Program Delivery Team. The Principal Deputy Chief Engineer – Administration and Quality Management will report to the GDC Chief Engineer (CE) and will be part of the GDC leadership team in ensuring the successful delivery of the Hudson Tunnel Project (HTP). Responsibilities include overseeing all administrative aspects of project delivery which are included but not limited to what is listed below.

This role will ensure that HTP packages are delivered within scope, budget, and schedule, and that the administration of all packages is handled in accordance with established process and agreements.

Essential Functions:

The Principal Deputy Chief Engineer for Administration and Quality Management (PDCE) will have a full and comprehensive understanding of all HTP delivery packages and how they integrate with the overall GDC Program, including design, environmental, grant compliance, permits, rights-of-way, critical third-party agreements, insurance, cost and schedule.

1. The PDCE will report to the CE and coordinate with other GDC Departments, Separate or Executing Partners (SEPs), the Engineer of Record and third parties as necessary to execute the Program.
2. The PDCE will have the following responsibilities:
 - o Coordinate with other GDC Departments, SEP's, design professionals and third-party stakeholders to ensure that all permits and agreements, which are the responsibility of the GDC to execute, are completed when expected.
 - o Coordinate and ensure that all program Federal Transit Administration (FTA) and Federal Railroad Administration (FRA) administrative requirements are adhered to by all stakeholders.
 - o As required, coordinate with the Procurement team in the preparation of Request for qualifications (RFQ), Request for Proposals (RFP) and bid documents.
 - o As required, coordinate internal approvals, from the relevant Partners and stakeholders, for any revisions to the bid documents based on proposers' and industry feedback.
 - o As required, coordinate with program stakeholders in the development of the Market Case Estimate for each Package.

- Assure that contract administration standards and requirements are being adhered to in accordance with the Project Development Agreement (PDA), SEP agreements and the contract documents for each package in the HTP.
- Review all invoices that require the CE's approval.
- Track and coordinate all construction contract changes and work with the Program team to prepare and schedule all necessary approvals including the Change Committee meetings.
- Participate in the negotiation of change orders, in cooperation with the CE and GDC Procurement team as required.
- Assure the review of contractor submittals are being conducted and tracked in accordance with the SEP agreements.
- Participate in the review of the SEP Staffing Plan and Budget for all HTP Packages.
- Coordinate with the Program team and SEP's to ensure:
 - Build America/ Buy America (BABA) compliance.
 - Coordinate the shipping and delivery of materials and equipment to be in compliance with "Ship America" provisions.
- Coordinate with the Program team and track progress with all National Environmental Policy Act (NEPA) re-evaluations.
- Coordinate with the Program team, the contractor, and the relevant railroads to monitor the annual Force Account Resources Plan (FARP) and to request amendments as necessary.
- Assist the Grant/Finance teams with generating reports as required by the grant and funding agreements.
- Coordinate with the Risk Management team on contractors' insurance compliance and claims management.
- Provide periodic project updates and reports as required.
- Work with all stakeholders to generate a consistent and acceptable acceptance and closeout process.
- Organize and track all correspondence including construction disputes and claims.
- Manage the overall project construction and administrative quality programs.

Job Requirements

- A bachelor's degree from an accredited college or university required, with course work in engineering, construction, or a similar field.
- A minimum of 10 years of demonstrated experience in infrastructure projects including quality and construction administration management.
- A thorough understanding of the technical complexities of major infrastructure projects and relevant technical best practices and innovations.
- Demonstrated experience with the administrative aspects of large infrastructure projects, with multi-stakeholders, including progress reporting, budget and schedule tracking, claims management.
- Demonstrated record of ethics, high standards and effective communication and collaboration.

- Experience on projects with multiple internal and external project stakeholders is preferred but not required.
- Experience with tunnelling projects is preferred but not required.
- Licensed as a Professional Engineer in the State of New York and/or New Jersey or licensed in another jurisdiction with ability to obtain New York or New Jersey license through reciprocity or equivalent is preferred but not required.

Compensation & Benefits

- Competitive Salary
- Medical, Prescription, Dental, Vision Benefits subject to employee contributions
- Medical and Dependent Care Flexible Spending Accounts
- Life Insurance
- Commuter Benefits
- 401(a) Retirement Plan (6% of employee's salary funded by GDC)
- 457(b) Retirement Plan – (Pre-Tax or Roth Salary Contributions as Elected by Employees)
- Earned Vacation (20 days per year) and Sick Time (12 days per year)
- Paid holidays

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110-year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title “Principal Deputy Chief Engineer” in the subject line.